



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR SCHOOL
FORT KNOX, KENTUCKY 40121-5000

ATZK-DAS-Q(350)

17 August 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memo No. 7-05 – TASS Armor Battalion Instructor Professional Development Program

1. This memo replaces Policy Memo #9 – TASS Armor Battalion Instructor Professional Development Program.
2. References.
 - a. AR 350-1 Army Training and Education, 9 April 2003.
 - b. TR 350-70 Systems Approach to Training Management, Processes and Products, 9 March 1999.
3. This policy describes the roles and responsibilities of the TASS Armor Battalions and the USAARMC Quality Assurance (QA) Office in the Instructor Professional Development Program. The TASS Battalion Commander, his staff and the armor course managers and senior instructors in the combat arms companies of the functionally-aligned states within each region are responsible for establishing procedures to fulfill the requirements of the Instructor Professional Development Program as delineated in the following paragraphs. The USAARMC QA Office is responsible for ensuring compliance with these procedures IAW TRADOC accreditation standards.
4. The Instructor Professional Development Program includes five components: Qualification, Certification, Evaluation, Individualized Self-Development and Awards.
 - a. Qualification specifies the prerequisites for becoming an instructor to include the required TRADOC Staff and Faculty courses.
 - b. Certification establishes the technical competency of an instructor-candidate to instruct a specific course.
 - c. Evaluation begins after provisional certification and provides feedback on the quality of instruction once the instructor is training and must include evaluation by other certified

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instructors for lessons not boarded. Evaluation can also include feedback from peer instructors and commanders. This component is significant since certification is a sampling process and must occur more than quarterly for new instructors.

d. Self-Development is an individualized program to ensure the instructor maintains technical competency in his MOS or branch and the technical subject matter of the lessons being taught.

e. The Awards program rewards outstanding instructors and includes the Instructor of the Quarter and an annual instructor award program.

5. Three levels of certification are included in the program: Provisional, Fully Certified and Master.

a. A provisional instructor has completed the required Staff and Faculty courses and some level of certification. As a minimum, this certification must include a boarding of selected lessons. The record of the boarding (date, who attended, what was taught, and level of certification) must be placed in the instructor's folder. The provisional instructor can serve as an assistant instructor and must be monitored/evaluated while serving as a primary instructor.

b. A fully-certified instructor has met the above requirements, received no adverse evaluations during the provisional period and completed an individualized self-development program that includes a specified evaluation program which may or may not encompass a minimum of one course cycle. The purpose of the evaluation program during this period is to evaluate additional lessons that the instructor teaches to ensure technical competency in those lessons.

c. A master instructor has one year of experience, received no adverse evaluations during the period and completed the Systems Approach to Training Workshop (SATW) or completed the Systems Approach to Training Basic Course (SATBC).

6. The certification board is chaired by a certified instructor from that course, e.g., chief or senior instructor or master instructor, includes other certified instructors, the Title XIs and the Armor TASS Battalion Commander or representative.

a. The board awards the Instructor Badge after meeting requirements for a fully-certified instructor.

b. The board certifies technical competence to teach a specific lesson plan/course.


c. The board can certify as Provisional or Fully Certified. For some courses, the board may not allow provisional status for an instructor and will only board to determine full certification

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status. Once certified as a Provisional instructor, the board will establish an individualized self-development plan that will be specific to the needs of the instructor and must include a schedule of additional classes for evaluation. A provisional instructor must be monitored more than once a quarter. The goal should be to evaluate the instructor on all lessons over time. Once fully certified, an instructor's self-development plan will continue but evaluations can be less frequent. The purpose of the self-development program for the fully-certified instructor is to ensure continued proficiency in the technical content of the instructional material as well as the MOS/branch of the instructor.

7. POC is Trecia Shrode, DSN 464-6692.



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